

MAR 30 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : CIA Credit Union

1. In response to your request, the following information is provided concerning the present status of the Table of Organization and personnel ceiling of the Credit Union.

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Present T/O

Cash Acct Of	GS-9
Cash Acct Asst	GS-6
Cash Acct Asst	GS-6
Cash Acct Clerk	GS-5
" " "	GS-5
" " "	GS-4
" " "	GS-4
Clerk Typist.	GS-3

Proposed T/O - Survey Recommendations:
Credit Union Headquarters

Assistant Manager GS-9

Unit 1 - Central Building

Cash Acct Asst	GS-7
Cash Acct Clerk	GS-5
Cash Acct Clerk	GS-4

Unit 2 - "I" Building

Cash Acct Asst	GS-7
Cash Acct Clerk	GS-5
Cash Acct Clerk	GS-5
Cash Acct Clerk(Typing)	GS-4

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2. In consideration of the foregoing and in view of the fact that the Credit Union reimburses CIA for the salaries of its employees, the following recommendations are made:

- a. Credit Union Table of Organization be changed to conform to classification survey recommendations. This step should take place immediately in order that the proper classifications for Credit Union personnel can be put into effect.
- b. The Credit Union be established on a project basis, personnel to be exempt from the regular Agency ceiling and T/O strength control. This will enable the Credit Union to convert present personnel or appoint new personnel on a contract basis, if considered advisable.
- c. Upon establishment of the Credit Union as a project, its positions will be eliminated from the Office of Personnel for T/O purposes and from the IAB for ceiling purposes.

3. If the establishment of the Credit Union as a project is not approved, it is recommended that the Credit Union positions be removed from the Office of Personnel Table of Organization and listed, for T/O purposes, only as IAB - Unvouchered. IAB would, for T/O purposes, then be reported separate and apart from the six major directorate components. This will provide uniformity between Agency T/O figures on the Machine Listing and those maintained and published periodically by the Research Branch, PRDS.

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Chief, Classification and Wage Division

Attachment:
Survey Report

Concurrence:

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President, Credit Union

*John
Slip asst Dir Pers
31 March 54*

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